

SECTION-VI

LEAVE

S. No	NATURE OF POWER	DELEGATION (MPSEB)		S. No	NATURE OF POWER	DELEGATION (MPPTCL)	
		AUTHORITY	LIMIT			AUTHORITY	LIMIT
38	Leave (except Casual Leave) to establishment	(i) All Heads of Department viz, E.D. / Secy / Director (Fin. & Accounts) / C.E. / Director (V&S)/ Chief (F&A) and officers of the equivalent rank vested with the powers of C.E. jj) Dy. C.E.	a) Full powers to sanction all kinds of leave to the Class I & II Officers under his administrative control, where no substitute arrangement is involved b) Full powers to sanction all kinds of leave upto 90 days to Class I & II Officers holding rank upto D.E. and upto 30 days in the cases of Dy. C.E. and S.E. under his administrative control and to make substitute arrangements, by entrusting the work on current charge basis to the senior most subordinate, available at the place of duty or at nearby places, and to grant special pay as per rules, based on administrative convenience. (No.PD-I/I-11(5)56 dt.25.5.79. & No.01-01/II/219/32 dtd. 20.3.85.) a) Full powers to sanction all kinds of leave to Class I staff upto the rank of	1	Leave (except Casual and Optional leave) to establishment	i) All Heads of Departments viz E.D./ C.E./ Secy. / Director/ Addl. Secy./ Addl. Director (F) & Officers of equivalent rank.	a) Full powers to sanction all kinds of leave to the Class I & II Officers under his administrative control, where no Substitute arrangement is involved b) Full powers to sanction all kinds of leave upto 90 days to Class I & II Officers holding rank upto E.E. & equivalent cadres and upto 30 days in the cases of Addl. C.E. and SEs & equivalent cadres under his administrative control where substitute arrangement is involved. c) Full powers to sanction all kinds of leaves under the service regularisations, 1952 to all class III & IV staff attached to their offices. They may delegate powers to subordinate class-I officer attached to their office for sanction of leave of all Class-II & Class-III /IV staff attached to their

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			<p>D.E. and equivalent cadres and Class II staff under his jurisdiction where no substitute arrangement is involved. (No.PD-III/11/(5)56 dtd.25.5.79.)</p> <p>b) Full powers to sanction all kinds of leave to the D.E. and equivalent cadres upto 30 days and to all Class II Officers upto 90 days under his administrative control and to make substitute arrangements, by entrusting the work on current charge basis to the senior most subordinate, available at the place of duty or at nearby places, and to grant special pay as per rules, based on administrative convenience.</p> <p>c) Full powers to sanction all kinds of leave to all Class-III staff under his jurisdiction whose maximum of pay scale does not exceed Rs. 1,260/-p.m. (*) and to make substitute arrangement, by entrusting the work on current charge basis to the senior most subordinate available at</p>			<p>ii) S.E. (Circle) / Joint Director (Fin.)/(Accounts)</p> <p>iii) E.E. (Division)</p>	<p>offices.</p> <p>a) Full powers to sanction all kinds of leave to Class I staff upto the rank of E.E. and equivalent cadres and Class II staff under his jurisdiction where no substitute arrangement is involved.</p> <p>b) Full powers to sanction all kinds of leave to the E.E. and equivalent cadres upto 30 days and to all Class II Officers upto 90 days under his administrative control where substitute arrangement is involved.</p> <p>c) Full powers to sanction all kinds of leave under the service regularisation, 1952 to all Class-III & IV staff attached to their offices.</p> <p>They may delegate powers to sub-ordinate class-I officer attached to their offices for sanction of leave of all class-III & IV staff attached to their offices.</p> <p>a) Full Powers to sanction all kinds of leave to Assistant Engineers & other class-II officers</p>

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		iii) Jt. Secretary (P)-I, II and (S)	<p>the place of duty or at nearby places, and to grant special pay as per rules based on administrative convenience. (Revised Rs.8900/-) (* No.PD-I/F-133/61 dtd.8.6.78. read with No.PD-I/F-133/60 dtd.11.3.81.</p> <p>(i) Full powers to sanction all kinds of leave to Class-I Officers upto the rank of Dy. Secretary and equivalent cadres and Class-II Officers attached to his office and under his administrative control where no substitute arrangement is involved. (No.PD-I/F-145/117 dtd. 25.9.79 & No. 01-05/II/11/(13)/63 dtd. 21.5.82)</p> <p>ii) Full powers to sanction all kinds of leave to Dy. Secretary upto 30 days and to all Class-II Officers upto 90 days under his administrative control and to make substitute arrangements by entrusting the work on current charge basis to the senior most subordinate and to grant special pay as</p>			iv) Dy. Director (Accounts)/(Fin.) / Sr. Ad. O.	<p>working under his administrative control, where no substitute arrangement is involved.</p> <p>b) Full powers to sanction all kinds of leave under the service regulations 1952 to all class III/IV staff working in the Division.</p> <p>Executive Engineers may delegate powers to subordinate class-II officer attached to their offices for sanction of leave of all class-IV staff working in the Division.</p> <p>a) Full Powers to sanction all kinds of leave to class-II officers working under his administrative control, where no substitute arrangement is involved.</p> <p>b) Full powers to sanction all kinds of leave under the service regularities 1952 to all class III/IV staff working under his administrative control.</p> <p>They may delegate powers to subordinate class-II officer attached to their offices for sanction of leave of all class-IV staff attached to their offices.</p>

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		iv) S.E. / Joint Director (Accounts)/ (Audit)/ Financial Controller	<p>per rules based on administrative convenience. No.PD-I/F-145/117 dtd.25.9.79 & 01-05/I/I/11/(13)/63 dtd.21.5.82</p> <p>i) Full powers to sanction all kinds of leave to Assistant Engineers and other Class-II Officers working under his administrative control, where no substitute arrangement is involved. No. PD-I/I-11/5/56 dtd.25.5.79</p> <p>ii) Full powers to sanction all kinds of leave under the Service Regulations, 1952 to the Assistant Engineers and other Class-II Officers upto 30 days and to all Class-III employees whose maximum of pay scale exceeds Rs. 1,008/-p.m. (*) upto 90 days under his administrative control and to make substitute arrangement by entrusting the work on current charge basis to the senior most subordinate available at the places of duty or at nearby places, and to grant special pay as per rules,</p>				

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	(* No. PD-I/F/133/61 dtd 8.6.78 read with No. PD-I/F-133/60 dtd 11.3.81.	v) Deputy Secretary (P)	based on administrative convenience. No. PD-I/I-11/5/56 dtd. 25.5.79 Full powers to sanction all kinds of leave upto 90 days under Service Regulations. 1952 in respect of staff whose establishment matters are dealt with in Personnel Section and whose maximum of pay scale does not exceed Rs. 1008/-p.m. (*) and to make substitute arrangement by entrusting the work on current charge basis to senior most subordinate available in the section and to grant special pay there for. No.PD-I/F-145/117 dtd.25.9.79				
		vi) D.E.	Full powers to sanction all kinds of leave under the Service Regulations to all class III staff in the division whose maximum of the pay scale does not exceed Rs.822/- p.m. (*) (except Divisional Accountants, Révenue Accountants, Storekeeper Gr.II and Stenographers Sel.Gr.II) Revised Rs. 5825/-				

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			No. Sectt/10/53 dtd. 29.10.53 & No. A-I/2117 dtd 15.11.58 & No. E-I/696 dtd. 20.1.59 & No. G-II/2640 dtd. 25.8.62 & No. SPO/ 355 dtd 27.4.71				
		vii) Senior Accounts Officers/ Senior Administrative Officers.	Full powers to grant all kinds of leave under the Service Regulations, 1952 in respect of class III and IV establishment attached to their offices where no substitute arrangement is necessary.				
			No. 01-01/II/118/46 dtd. 2.3.83 & 207/3 dtd. 7.1.85. & No. PD-I/F-166/67 dtd. 30.5.80				
		viii) Regional Accounts Officers.	Full powers to sanction earned leave to Office Asstt. Gr.I,II,III and Class IV staff attached to Regional Accounts Office.				
			No. A/I/2117 dtd. 15.11.58				
		ix) C.E./ Secy. / Joint Director (Accounts)	Full powers to grant all kinds of leave under the Service Regulations, 1952 in respect of class IV staff attached to their offices.				
			No. Sectt/10/53 dtd. 29.10.53				
		x) S.E. / D.E.	No. SII/1243 dtd. 14.5.60				

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		xi) Dy. C.E. xii) Chief Security Officer xiii) Financial Controller xiv) E.D.P. Manager	No. PD-I/129/ dtd. 31.1.73 No. PD-I/F-101/13 dtd. 31.1.77 No. SII/1739/298 dtd 22.8.77 Full powers to grant all kinds of leave under service regulations 1952 to class III staff. No. PD-I/101 dtd 24.1.73				
39	To sanction casual leave to officers and staff working under his control with permission to leave the Headquarters.	1. CE 2. Secy./ Joint Director (Accounts) 3. Financial Controller 4. Dy. C.E. / S.E. 5. D.E. 6. R.A.O. 7. Chief Security Officer 8. Chief (F&A) 9. Joint Secretaries	Full powers. No. S-II/1243 dtd 14.5.60 No. Sectt-10/53 dtd 29.10.53 No. S-III/1739/298 dtd 22.8.77 No. PD-I/129 dtd 31.1.73 & NO.Sectt-10/53 dtd 29.10.53 No. Sectt-10/53 dtd 29.10.53 No. A-I/2117 dtd 15.11.58 PD-I/I/F/101-13 dtd 31.1.77 01-01-III/57/206 dtd. 1.4.82 Full powers for class I officers working under	2	To sanction casual leave & optional leave to officers and staff working under his control with permission to leave the Headquarter.	i) E.D. / C.E./ Addl. Secy./ Addl. Director (Fin.) & officers of equivalent cadre. ii) S.E./ E.E. & officers of equivalent cadres. iii) A.E. in-charge of (Sub. Dn.) / (E.H.V. Sub. Station)	Full powers -do- Full powers for class- III & IV Staff working under his control.

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		10. Deputy Secretaries	them No. 01-05/II-II/(13)/63 dtd 21.5.82 Full powers for class II officers working under them No. S-III/56 dtd 4.1.80				
		11. EDP Manager	Full powers for all staff attached to EDP Section No. PD-I/101 dtd 24.1.73				
		12. Administrative Officers (Secretariat Section)	Full powers for Class III and IV staff working under their administrative control. No. S-III/33/88 dtd 9.5.75				
40	To grant extraordinary leave without pay and allowances to the employees borne on work charged establishment and employees borne on Trades Establishment.	i) Respective Appointing Authorities ii) All Heads of the Department/ C.E. (O&M) in consultation with Director (F&A)	Full powers upto 90 days irrespective of the fact that the leave without pay is in combination with the earned leave or not. No. PD-I/F/81/167 dtd 29.6.76 Full powers exceeding 90 days on each occasion. No. S-III/5497/563 dtd 17.11.79 read with No. 01-05/II/3686 dtd 21.11.83.	3	To grant extraordinary leave without pay and allowances to the employees borne on work charged establishment and employees borne on Trades Establishment.	i) Respective Appointing Authorities ii) All Heads of the Departments	Full powers upto 90 days irrespective of the fact that the leave without pay is in combination with the earned leave or not. Full powers exceeding 90 days on each occasion.
41	To grant extraordinary leave without pay and allowances beyond the period of 120 days in one spell to Class-III and IV employees.	All Heads of the Departments / C.E.(O&M) in consultation with Director (F&A)	Full powers No. S-III/5497/563 dtd 17.11.79 read with No. 01-05/II/3686 dtd 21.11.83.	4	To grant extraordinary leave without pay and allowances beyond the period of 120 days in one spell to Class-III and IV employees.	All Heads of the Departments.	Full powers

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42	To grant special pay to Office Assistants or Member of Technical establishment undertaking the duties of Office Assistant and Member of technical establishment on leave or otherwise in addition to their own duties.	i) E.D. ii) C.E. iii) Secretary /Jt. Director (A/c) iv) Chief Security Officer v) Financial Controller vi) Dy. C.E. vii) S.E. viii) D.E. ix) Sr.Accounts Officers	Full powers in respect of staff, he is empowered to appoint. No. 01-01/II/219/32 dtd 20.3.85 No. Sectt/10/53 dtd 29.10.53 No. Sectt/10/53 dtd 29.10.53 No. PD-I/F/101/13 dtd 31.1.77 No. S-III/1739/298 dtd 22.8.77 No. PD-I/129 dtd 31.1.73 No. Sectt.-10/53 dtd 29.10.53 Full powers in respect of clerks and other establishment in the Division, he is empowered to appoint. No. Sectt.-10/53 dtd 29.10.53 Full powers in respect of staff attached to his office. No. 01-01/II/ 207/ 3 dtd 7.1.85	5	To grant special pay to Office Assistants or Member of Technical establishment undertaking the duties of Office Assistant and Member of technical establishment on leave or otherwise in addition to their own duties.	i) E.D. ii) C.E. iii) Addl. Secy / Addl. Director (Fin.) iv) S.E. v) E. E. vi) Dy .Director (Fin)/(Accounts)	Full powers in respect of staff, he is empowered to appoint. -do- -do- Full powers in respect of clerks and other establishment in the Division, he is empowered to appoint. Full powers in respect of staff attached to his office.
43	Grant of special pay to Class-IV servants who perform in addition to their own duties, the duties of Class-IV servants on	i) C.E./Secy./ Joint Director (Accounts)/S.E. ii) D. E.	Full powers in respect of the staff appointed by him. No. Sectt. 10/53 dtd 29.10.53 read with No. S-II/1243 dtd 14.5.60 Full powers in respect of	6	Grant of special pay to Class-IV servants who perform in addition to their own duties, the duties of Class-IV servants on	i) E.D. / C.E. / Addl. Secy./ Addl. Director (Finance) /S.E. ii) E.E	Full powers in respect of the staff appointed by him. Full powers in respect of his division.

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	leave provided the special pay does not exceed Rs. 5/- p-m. in each case and no extra cost to Board is involved thereby.	iii) Chief Security Officer iv) Financial Controller v) Sr. Accounts Officers	his division. No. Sectt. 10/53 dtd 29.10.53 read with No. S-II/1243 dtd 14.5.60 Full powers in respect of staff appointed by him. No. PD-I/F/101/13 dtd 31.1.77 No. S-III/1739/298 dtd 22.8.77 No. 01-01/II/207/3 dtd 7.1.85		leave provided the special pay does not exceed Rs. 250/- p-m. in each case and no extra cost to Company is involved thereby.	iii) Dy. Director (Fin.)/(Accounts)	Full powers in respect of staff appointed by him.
44	Powers to extend leave overstayed.	i) C.E. / Secy./ Joint Director (Accounts)/S.E./ D.E. ii) E.D.P. Manager iii) Chief Security Officer iv) Financial Controller v) Sr. Administrative Officers	Full powers provided that the servant on leave will on his return from leave be under his control and to whom he is empowered to grant leave. No. Sectt-10/53 dtd 29.10.53 No. PD-I/101 dtd 24.1.73 No. PD-I/F/101/13 dt 31.1.77 No. S-III/1739 /298 dtd 22.8.77 No. PD-I/F/166-67 dt 30.5.80	7	Powers to extend leave overstayed.	E.D. / C.E. / Addl. Secy. / Addl. Director (Finance) / S.E./ E.E./ Sr. Ad.Os / Dy. Director (Fin.)/(Accounts)	Full powers provided that the servant on leave will on his return from leave be under his control and to whom he is empowered to grant leave.

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45	Power to decide whether particular absence is on duty	i) C.E./ Secy / Joint Director (Accounts) ii) Dy. C.E. iii) S.E./ D.E. iv) Chief Security Officer v) Financial Controller vi) Sr. Accounts Officers	Full powers in respect of those servants whom he can appoint No. Sectt/10/53 dt 29.10.53 No. PD-I/129 dt 31.1.73 No. Sectt/10/53 dt 29.10.53 No. PD-I/F/101/13 dt 31.1.77 No. S-III/1739/298 dtd 22.8.77 No. 01-01/II/207/3 dt 7.1.85	8	Power to decide whether particular absence is on duty	i) E.D. / C.E. / Addl. Secy./ Addl. Director (Finance)/ ii) S.E./ D.E. iii) Dy. Director (Fin)/ (Accounts)	Full powers in respect of those officials whom he can appoint -do- -do-
46	Powers to accept Medical certificate signed by a registered Medical practitioner as evidence of fitness of a servant to return to duty.	i) C.E./ Secy / Joint Director (Accounts) ii) Dy. C.E. iii) S.E./D.E. iv) RAOs. v) CSO vi) Financial Controller vii) Sr. A.O.s. viii) Sr. Ad.Os. ix)EDP Manager	Full powers in respect of staff whom he grants leave. (No.Sectt/10/53 dtd.29.10.53.) No.PD-I/129dtd 31.1.73. No. Sectt/10/53 dtd.29.10.53. No.A-I/2117 dtd.15.11.58. No.PD-I/F/101/13 Dtd.31.1.77. No.S-III/1739/298 dtd. 22.8.77. 01-01/II/207/3 dt. 7.1.85 No.PD-I/F/166/67 dtd.30.5.80. No.PD-I/101dtd. 24.1.73.	9	Powers to accept Medical certificate signed by a registered Medical practitioner as evidence of fitness a servant to return to duty.	i) E.D./ C.E./ Addl. Secy / Addl. Director (Finance) ii) Addl. C.Es iii) S.E./E.E. iv) RAOs. v) Sr.AOs vi) Sr.Ad.O s	Full powers in respect of staff whom he grants leave. --do-- --do-- --do-- --do-- --do--

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47	Powers to require a Medical Certificate of fitness before return from leave.	i) C.E./ Secy./ Joint Director (Accounts) ii) Dy. C.E. iii) S.E./D.E. iv) Regional Accounts Officers v) EDP Manager vi) Chief Security Officer vii) Financial Controller viii) Sr. Accounts Officers ix) Sr. Administrative Officers	Full powers in respect of staff to whom he grants leave No.Sectt/ 10/53 dtd.29.10.53. No.PD-I/129 dtd.31.1.73. No.Sectt/10/53 dtd.29.10.53. No.A-I/2117 dtd.15.11.58. No.PD-I/101 dtd.24.1.73. No.PD-I/F/101/13 dtd.31.1.77. No.S-III/1739/298 dtd.22.8.77. No.01-01/II/207/3 dtd.7.1.85. No.PD-I/F/166/67 dtd.30.5.80.	10	Powers to require a Medical Certificate of fitness before return from leave.	i) E.D./C.E./ Addl. Secy. / Addl. Director (Finance) ii) S.E./E.E. iii) Dy. Director (Fin.)/(Accounts) iv) Sr. Ad.O.	Full powers in respect of staff to whom he grants leave -do- -do- -do-
48	To grant compensatory allowance in lieu of non-availing of the gazetted holidays etc. by the staff working in power stations and load dispatch centre.	S.E. concerned	Full powers as per the provisions contained in the scheme prescribed vide order No. 01-05/1/153 Dt. 23-10-84 read with order No.01-05/I/162 dtd. 20.11.84.	11	To grant compensatory allowance in lieu of non-availing of the gazetted holidays etc. by the staff working in load dispatch centre.	S.E. concerned	Full powers as per the provisions contained in the scheme prescribed vide order No. 01-05/1/ 153 Dt. 23-10-84 read with order No.01-05/I/162 dtd.20.11.84.

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49	Permission for higher studies upto the rank of Assistant Engineers and other equivalent cadres	E.D./C.E.	Full Powers No.01-01/II/219/32 dtd. 20.3.85.	12	Permission for higher studies upto the rank of Assistant Engineer and other equivalent cadres.	E.D. / C.E. / Addl. Secy./ Addl. Director (Fin.)	Full powers